EBFA – www.GotFootball.co.uk Parent Guardian Agreement Form Team Instruction – 2023/2024

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East Berks Football Alliance

11th June 2023 – Version 1.00

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Change History

Version	Description	Date
1.00	2023/2024	11-June-23

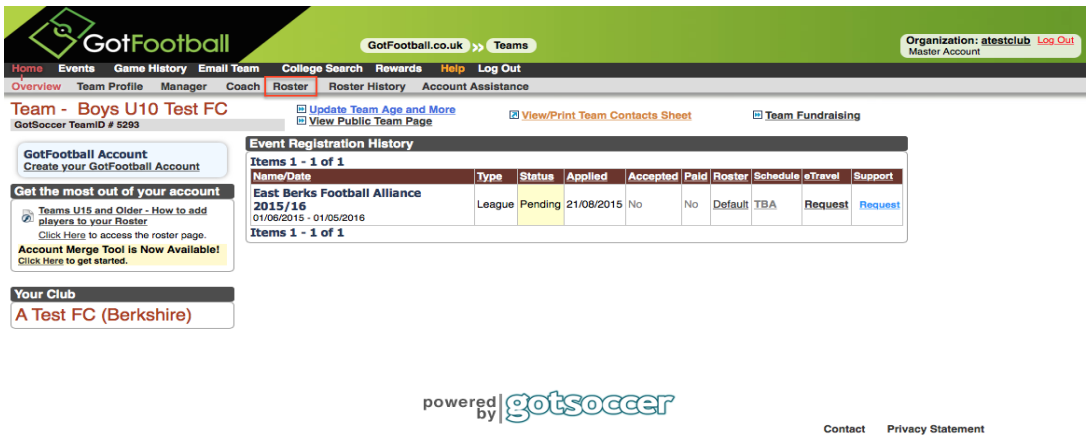
EBFA Parent/Guardian Agreement Form – Team Instructions 2023/2024

All players must have their Parent/Guardian Agreement forms submitted in order to complete the player Registration. This form is an online form that can be found within the Player Account.

The Player Accounts can be forwarded to guardians via the Team Account using the Email Team Function. However, you must first ensure the player has a login for their account and also that their guardian's email attached to their profile.

The instructions below will show you how to check that your players have logins, how to create player logins if they do not, how to forward logins, and finally how to check which of your players have had their parent/guardian agreement forms submitted.

1. Log in to the Team Account and click on "Roster" in the Grey Menu bar.

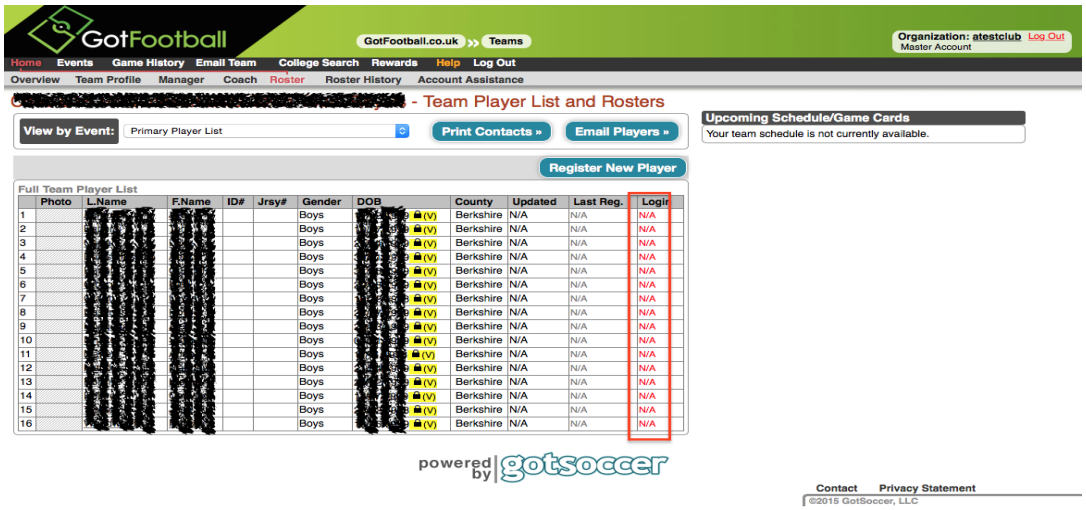


2. A list of your players will appear.

The column on the far right informs you whether or not your players have logins for their Player Accounts.

In the example below no players have Logins, as indicated by N/A in the Login column

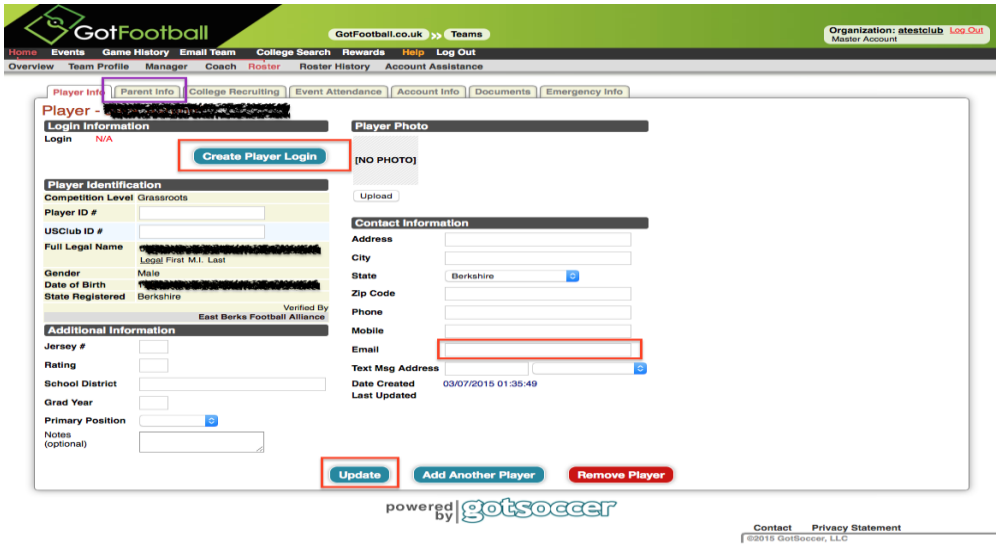
If a player had a login the word OK would appear in the Login column.



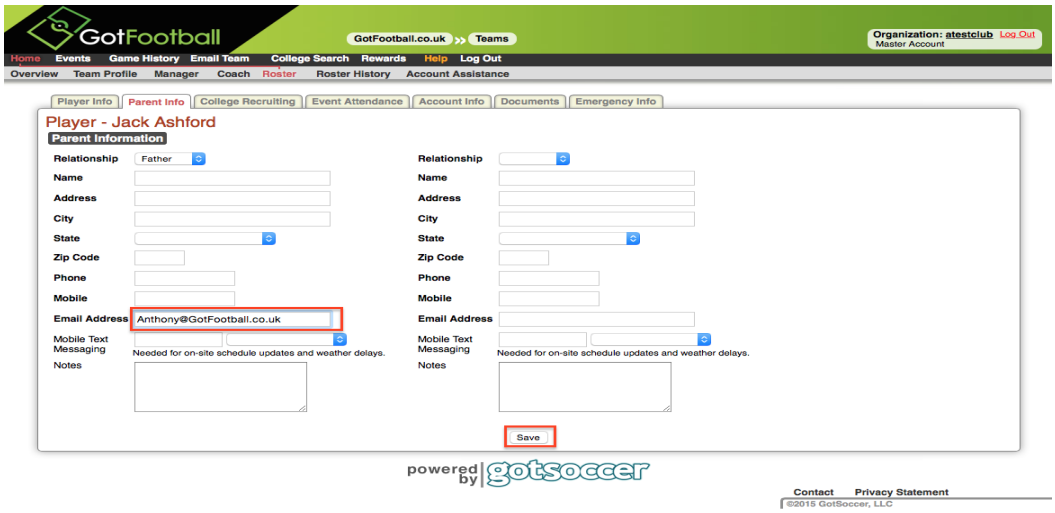
3. To create a login for a guardian, simply click on a player's name. This will take you to the Player Info tab.

Click the "Create Player Login" button to create a login for the player.

Add the guardian's email - you can either enter the guardian's email in the player's Contact Information box and click update, or you can go to the Parent Info tab and enter it there.



4. If you choose to enter the guardian's email in the Parent Info tab, simply enter the email and click save.



5. You can now forward the Player Account login using the Email Team function.

Click "Email Team" in the Black Menu bar.

You can choose to send an email to all players or to an individual player from the "Send to Players" drop down list.

Tick the "Add player username and password…" box to attach login details to the email.

Type your message and then click the "Send Message" button.

Example

MUST BE "VIEW BY EVENTS – East Berks Football Alliance 2023/24

Note one player has Photo and the Forms ticks show the PGAF has been completed.

To send request to Parents / Guardians – Click <Email Players> button

Subject

> Please check Player Record and Complete Parent/Guardian Agreement Form ASAP

Message*,

> From <Managers Name> via the EBFA GotFootball Portal
>
> EBFA 2023/24

A Player League Registration Record for 2023/24 has been set up on the East Berks Football Alliance GotFootball portal.

We now need you to complete the Parent Guardian Agreement Form and then the league can complete the registration of the player, so your child can start to play in home/away matches.

You to complete the following:

- Parent/Guardian Agreement Form - Digital Signatory
- Check/Add the address of the Player (No, Street, Town, County and Postcode are required)
- UK Passport style photo upload (please do not use the photo from your actual passport which has watermarks)
- Proof of birth/Nationality – passport or birth certificate uploaded (applicable only if this is the first player registration with this Club)

Note: - If the Proof of birth/Nationality demonstrates that the player was born outside England and over 10 years old at the time of first player registration for this Club, then the player many need English Football Association/FIFA International Clearance - which can take some considerable time and effort)

MOBILE DEVICE

Below are user instructions so that you can complete the form from a mobile device. The starting steps are different.

Please complete Parent/Guardian agreement form on GotFootball system and upload a current passport style photograph of the player if there is not one already uploaded.

You can also do it from your mobile - but you need to follow these instructions to get started -

In your browser – Go to - www.gotfootball.co.uk

It should show 6 menu options – teams-players-referees-schedules-scoring-full menu

Choose full menu (this brings you to the same entry point as if you logged in on a computer)

Choose player account

Login with username and password (as provided by email)

You will then see (in red) - Required League Forms

At the bottom of this you will see Available Forms for 2023/24

Which will show 2023/24 (LPGAF) League Parent-Guardian Agreement Form – there is a clickable link called "Form Available"

- Go to the Parent Information section of the form (minimum of one parent section is required to be completed)
- Please check the details in the Player Information Section - please update address, phone and email details as necessary. No need to fill school information.
- Click the 'Copy From Player' Info so that address details are filled in
- Enter your name, relationship
- Enter your email address
- Choose the child's club from the drop-down menu
- Enter your name in the box provided for Parent Name
- Tick the very small/tiny box on the bottom right hand side of the page (it is very hard to spot - there is a very small red star beside it)
- Tick the second box at the bottom of the page (which says I am over the age of 13 or am the legal guardian of the above player.) then click Continue
- Review the information on the next page and in the Registration Agreement box enter your name and tick the agreement box then click Continue
- The next page is Emergency Contact details - the minimum you need to enter is one contact name and phone number - there is no need to insert medical information - then press continue
- On the next page just press continue (there is no fee involved, via this GotFootball portal)
- The next page is to review the registration information - you can go back if you need to change anything
- Otherwise in the Registration Agreement Box at the bottom you should enter your NAME and TICK the box (there is no fee involved, via this GotFootball portal)
- You should then press CONTINUE and you can close the system

PC/LAPTOP DEVICE

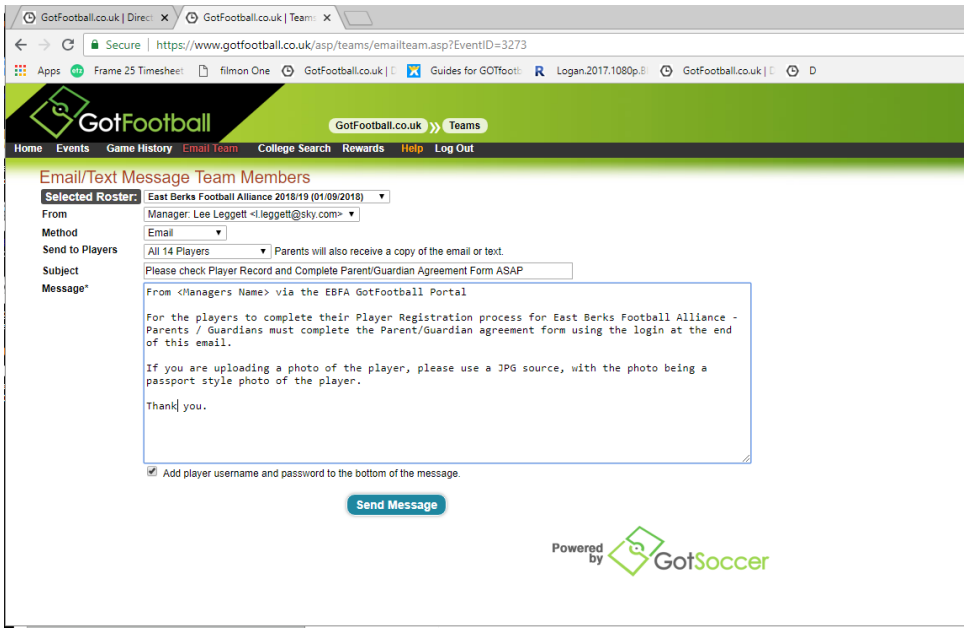
Basic Steps to complete agreement are as follows: (IF YOU ARE ON A PC/LAPTOP)

. Go to www.GotFootball.co.uk and click Login
. Click Player Account
. Enter your username and password and then click Login
. There is a "2023/24 (LPGAF) League Parent-Guardian Agreement Form-U07s to U18s" line which will show "Form Available"
. Click on the "Forms available" button
. Goto the Parent Information section of the Form (just one parent section is required)
. Please check the details in the Player Information Section - please update address, phone and email details as necessary. No need to fill school information.
. Click the 'Copy From Player' Info so that address details are filled in
. Enter your name, relationship
. Enter your email address
. Choose the child's club from the drop-down menu.
. Enter your name in the box provided for Parent Name
. Tick the very small/tiny box on the bottom right hand side of the page (it is very hard to spot - there is a very small red star beside it)
. Tick the second box at the bottom of the page (which says I am over the age of 16 or am the legal guardian of the above player.) then click Continue
. Review the information on the next page and in the Registration Agreement box enter your name and tick the agreement box then click Continue
. The next page is Emergency Contact details - the minimum you need to enter is one contact name and phone number - there is no need to insert medical information - then press continue
. On the next page just press continue (there is no fee involved, via this GotFootball portal)
. The next page is to review the registration information - you can go back if you need to change anything
. Otherwise in the Registration Agreement Box at the bottom you should enter your NAME and TICK the box (there is no fee involved, via this GotFootball portal)
. You should then press CONTINUE and you can close the system

If any of you have any questions, please contact your Club/Club-Team Manager.

EBFA 2023/24

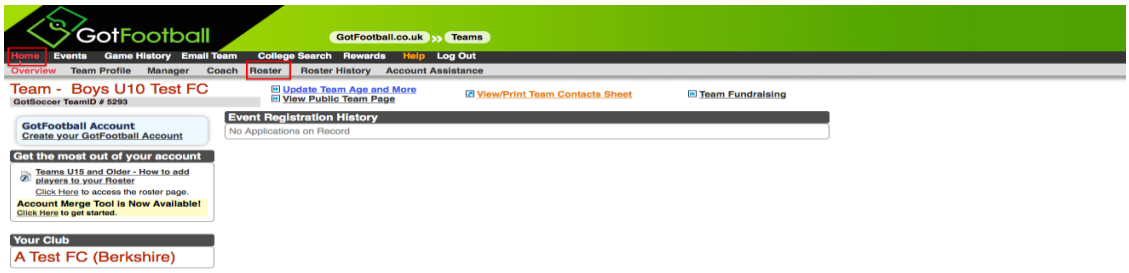
Then ensure you click the tick box "Add player username and password to the bottom of the message.". So the Parent/Guardian gets the login details to complete the PGAF for 2020/21.



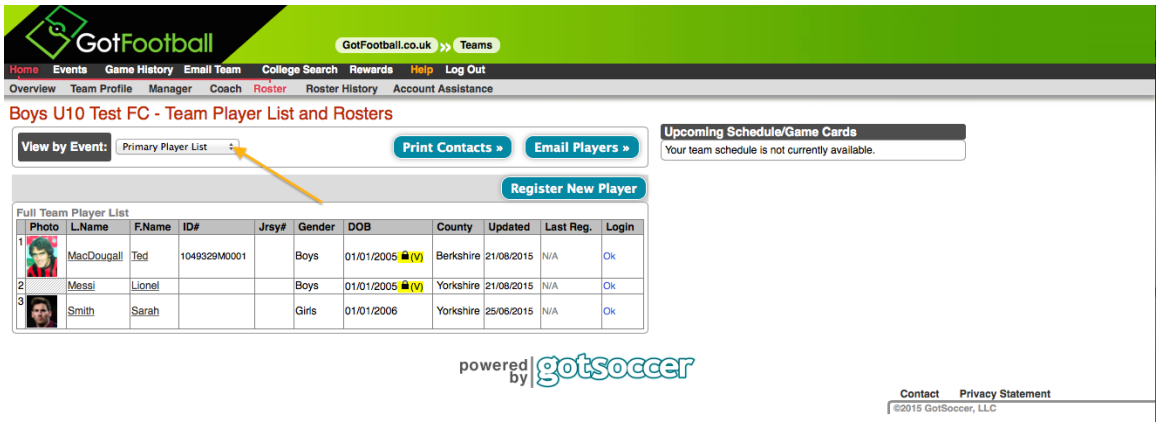
Then press the <Send Message> button.

6. Once you have forwarded the logins you can check which of your players have had their Parent/Guardian Agreement forms submitted.

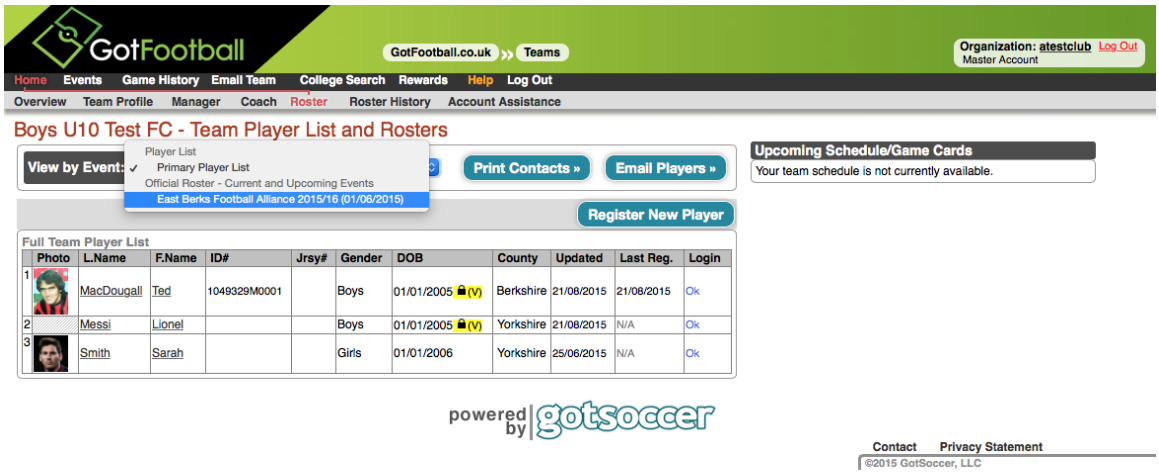
Click "Home" in the Black Menu bar and then "Roster" in the Grey Menu bar.



7. Click on the "View by Event" drop down menu.



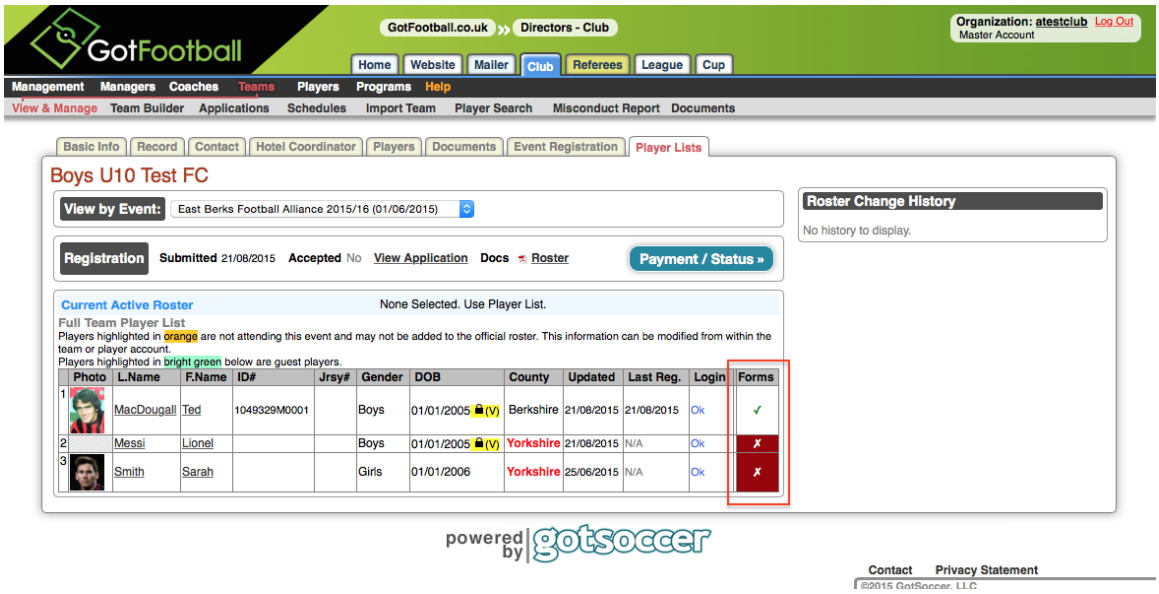
8. Select the "East Berks Football Alliance 2023/2024".



9. A column will now appear displaying which of your players have had their Parent/Guardian Agreement forms submitted.

✓ **indicates a form has been submitted**

✗ **indicates a form has yet to be submitted.**


GotFootball
GotFootball.co.uk
Directors - Club
Organization: atestclub Log Out
Master Account
Home
Website
Mailer
Club
Referees
League
Cup
Management
Managers
Coaches
Teams
Players
Programs
Help
View & Manage
Team Builder
Applications
Schedules
Import Team
Player Search
Misconduct Report
Documents
Basic Info
Record
Contact
Hotel Coordinator
Players
Documents
Event Registration
Player Lists
Boys U10 Test FC
View by Event:
East Berks Football Alliance 2015/16 (01/06/2015)
Roster Change History
No history to display.
Registration
Submitted 21/08/2015
Accepted No
View Application
Docs
Roster
Payment / Status »
Current Active Roster
None Selected. Use Player List.
Full Team Player List
Players highlighted in orange are not attending this event and may not be added to the official roster. This information can be modified from within the team or player account.
Players highlighted in bright green below are guest players.
Photo
L.Name
F.Name
ID#
Jrsy#
Gender
DOB
County
Updated
Last Reg.
Login
Forms
1
MacDougall
Ted
1049329M0001
Boys
01/01/2005 (V)
Berkshire
21/08/2015
21/08/2015
Ok
2
Messi
Lionel
Boys
01/01/2005 (V)
Yorkshire
21/08/2015
N/A
Ok
3
Smith
Sarah
Girls
01/01/2006
Yorkshire
25/06/2015
N/A
Ok
powered by gotsoccer
Contact
Privacy Statement
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Important Note

On 01-Aug-23 the league will register the player record who have:

- New Photo
- Complete Address
- DOB and Nationality has been verified – JPG or PDF of passport or birth certificate can be uploaded for players who do not have the yellow padlock – which means the player name, DOB and nationality has been verified previously in your Club.
- FAN Number from the Football Association-Player Registration System.
- FA-Player Registration System Record that is completed and awaiting a League Check to confirm that a player of this name is registered on GotFootball. The EBFA League's confirmation on the WGS FA-PRS does not certify any other data on the FA-PRS.

Any player moving to your Club from a previous EBFA Club must be treated as a fresh registration. The League cannot migrate the data between Clubs until the player is registered for 2023/24 and a transfer application is made.

Once players are register for the 2022/24 event this is shown in the Form column by a Blue Capital P, only these players can play for your team in EBFA.

Documentation on GotFootball (GotSport) System and Processes:

www.eastberksfa.com/gotfootball.htm

EBFA Systems Overview Jun 2023 V1.00.pdf

The GotFootball League Parent/Guardian Agreement Form for 23/24 is open (22/23 version of Document still valid) -> EBFA 2022-23 GotFootball Parent Guardian Agreement Form -Team Instructions V2.00.pdf

We will be updating these documents in next few weeks, when we get time after AGM.

Summary

WGS FA-PRS is operated by the Football Association and support must be sort from the Football Association.

GF-PRS is operated by East Berks Football Alliance and support is provided by EBFA in association with GotSport support team.

GF-PRS is open so Clubs/Teams please register players on GotFootball ASAP

- **Check that the GotFootball FAN# matches WGS FA-PRS.**
- **If Players has no GotFootball FAN# – find or create player record on WGS FA-PRS and update GotFootball -FAN#s.**

Complete the WGS-PRS for players (FA Should open the WGS-PRS in Jul-23).

- **WGS Consent**
- **WGS Team Assigned**
- **WGS ID Verified**
- **WGS Player Info**
- **WGS Submit to League for Approval**

EBFA will complete the GotFootball Player Registration when

- **GF Player has Photo (head and shoulders, taken in last 3 months)**
- **GF Player Has full address.**
- **GF Player has a Verified Name/DOB, previously verified in previous seasons or for a new player from the Proof of Age/Proof of Birth Place document uploaded to Documents tab (Passport or birth Certificate)**
- **GF Player does not require ITC or ITC exception (Checked from birthplace on the POA/POBP documents)**
- **GF Player has FAN entered that matches WGS**
- **GF Player has LPGAF (League Parent/Guardian Agreement Form) from the legal Parent/Guardian (Not Club or Team Official or by proxy)**

EBFA will complete the GotFootball Player Registration for 2023/24.

Once GF Player Registration is complete – EBFA will check if it can approve the WGS FA-PRS.

Then EBFA will check the player has completed the full registered process on GotFootball and will then approve the player on WGS. On Approval EBFA will update the GotFootball Player Registration record with an update to the start of the Player Jersey number with "U-", which means the player can play in EBFA 23/24 matches.

If EBFA cannot approve the WGS FA-PRS for the following reasons, then EBFA note will be added to the Jersey field of the

players and will mean they are "Not Authorised To Play" (NATP) in EBFA fixtures and no EBFA eCard and no EBFA idCard will be issued.

If the players has "N-" at the start of the jersey field, then player has not have completed GotFootball player registrations and is not matched to a WGS record and cannot play in EBFA 23/24 matches.

If the players has "Q-" at the start of the Jersey field, then player played last season 22/23 (R- is 21/22 season), but is not able to play in 23/24 season, as no matching WGS record has submitted and approved by League – so player CANNOT play in EBFA 23/24 matches.

If the player has "N-F", in the jersey field, then player has not completed GotFootball player registrations and cannot play in EBFA 23/24 matches, as the "F" indicates that the players WGS FAN number has not been entered into the GotFootball Player registration record.

The Player Registration audit processes of East Berks Football Alliance will continue to ensure that on GF-PRS:

The photo is recent,

Photo is head/shoulders only,

Player has a full address – House No/Name, Street, Town ,

Players Name matches their legal name on the Passport or birth certificate,

Player DOB match their legal DOB on the Passport or birth certificate and that a player cannot play outside their age group unless authorised by the FA SCORY or the FA Player registration Department,

Players that are Trophy Event Tied will not appear on the GotFootball team sheet for the team's Trophy Event Matches..

Plastic Credit card size idCards will be issued for each player and are required to be present at all Club training sessions and EBFA Matches. eCards will be issued on player registration after the season start, followed by the printed idCard being posted to the Team Manager, address for the Manager is taken from GotFootball system.

League requires a League Parent Agreement Form from each Player's Parent/Guardian. Note EBFA has put in extra auditing to trace Clubs or Teams which complete the LPGAF. Clubs and Team Officials can

only complete the EBFA/GF LPGAF for their own children, not for the children of other Parents/Guardians of players on the team, unless they have a full legally binding Power of Attorney from those Parents/Guardians and can upload a copy of Power of Attorney to the Documents tab of the GotFootball Player's record.

Please ensure that on the FA-PRS the First and Last Name and DOB matches the Player's legal details, that have been verified and locked on GotFootball. If FA-PRS data does not match GF-PRS then League will not approve the WGS registration of the player on FA-PRS and the player will the not be authorised to play in EBFA fixtures. For example, Benjamin not Ben, Samuel not Sam if their legal name is Benjamin and Samuel. To get the players name or DOB corrected on WGS – email your County FA.

When you search for players on the FA-PRS, do not trust what someone else has entered the data correctly – check again the name matches a legal passport or Birth Certificate, that the DOB is correct and that ITC due diligence is complete by your Club, as EBFA will ask for ITC due diligence verification. (See EBFA Rules Appendix O).

Clubs need to ensure that they teams are registered with County FAs by 01-Aug-23, when they must provide the League with their County FA affiliation number for 2023/24. On 01-Jul-23 the Football Association then open the League WGS portal, at which point the League is then allowed to see which teams are registered by Clubs to participate in EBFA for 2023/24. Please ensure your WGS team name match exactly the name in GotFootball for the 2023/24 season. League will then check the WGS against the Club Applications on GotFootball for 2023/24.

If Clubs delay team registrations on WGS after 01-Jul-23, then the League cannot stream teams which are not affiliated and cannot approve the FA Player Registration systems player registration if teams do not match those that applied for EBFA 23/24 season on 31-May-23.

Schedule A - Fees Tariff

Rule No	Rule (Subject to AGM)	Fee Amount
3	Reprint of Player Registration Cards	£0.00
18(D)	Player Registration Fee Up To 31-Jul (U7 to U21)	£0.00
	Player Registration Fee After 31-Jul (U7 to U21)	£7.50
18(H)	Transfer Fee - Club to Club Transfer	£11.50
	Transfer Fee - Internal Club Transfer (U9 to U21)	£7.50
	Transfer Fee - Internal Club Transfer (U7 to U8)	£4.00
18(H)	De-Registration Fee and release of player from Registration system	£7.00